

Personnel Monthly

State Personnel Department

WeSave Program Comes to Alabama!

The State Personnel Department is excited to announce that we are bringing WeSave to Alabama State employees. The WeSave Program is an employee discount program - and all State employees are eligible to enroll. Best of all, the WeSave Program is FREE! The program will allow employees to save money when purchasing from specific merchants. Participating merchants will place a WeSave sticker on their window, and employees simply show their WeSave card to receive the discount.

The WeSave Program

will include many different types of merchants such as: restaurants, clothing stores, movie theatres, and more.

Prior to the official rollout date, each Department will receive WeSave cards to distribute to employees. Employees can then go online to register their card, or fill out the registration attached to the card. Upon registering, employees will start receiving WeSave Magazine. The magazine will high-



light all of the participating merchants in Alabama. Further, employees will be able to go

online to learn more about the WeSave Program and participating merchants, and even to suggest new merchants to add to the program.

More information about the WeSave card and participating merchants will be detailed in future issues of Personnel Monthly. Thank you again for all of your hard work!

Great News For Administrative Support Employees!

Under the leadership of State Personnel Board member Joyce O'Neal and Assistant Finance Director Andy Hornsby, the State Personnel Board unanimously and enthusiastically voted YES to salary range increases for the classes of Administrative Support Assistant (ASA) I, II, and III; Clerk, Clerk IV; Clerk Stenographer II, Clerk Stenographer IV, and Executive Secretary. The Governor, who also supported this increase, immediately approved this agenda item, thus allowing it to become effective November 16, 2007.

New salary ranges are: ASA I: \$19,492.80 - 31,968.00; ASA II: \$21,518.40 - 35,256.00; and ASA III: \$24,948.00 - 41,872.80. New ranges for the remaining classes can be found online at www.personnel.state.al.us.

Here is how the pay increases will work: Employees

that are currently below the minimum of their new salary range will have their semi-monthly rate automatically increased to the minimum of the new range effective November 16, 2007. This action does not affect an employee's annual raise date.

Employees who are currently at the maximum of their present salary range and have been for more than one year may, at the discretion of the agency, be added to the next annual raise list. Eligibility for an annual raise is determined by the current performance appraisal score. This will change an employee's annual raise date.

Employees whose current salary is within the new pay range will be placed into the new range at the same semi-monthly rate but at a different step in the higher range. For example: Step 20 of the old rate for ASA I is \$25,569.60. ASA I, however,

topped out at Step 22, so an employee would only have one more year of eligibility for a pay increase. Under the new salary range, the same employee will be at Step 15 and will not "top out" until Step 24. Thus, this new range allows an employee the ability to receive performance/merit increases for several years before reaching the maximum of the range.

By law, an eligible Clerk Stenographer III is paid at the rate of the highest paid Clerk IV and will automatically receive an increase when an employee in the Clerk IV classification receives an increase. This will change an employee's annual raise date.

These range increases are well deserved and will provide a competitive salary, and coupled with the State's benefit package, will serve to retain and attract employees.

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Special points of interest:

- Employees Save with WeSave!
- Administrative Support Pay Range Increases Approved by Personnel Board and Signed by Governor Riley!
- Meet Anne Kimzey
- Meet Angelo DellaManna
- Donated Leave Requests: Your fellow state employees need your help!

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Ask Sharon Massey: Holiday Hours

With the holidays fast approaching, I thought it might be a good time to remind everyone of the procedures concerning official State of Alabama holidays.

First, you must be in pay status on the work day before AND after the holiday to be entitled to receive the holiday pay. Part-time employees may receive the amount of time for which they are normally paid, but must be scheduled to work on the holiday in order to receive it. For hourly employees, there are specific standards that must be met in order to be entitled to legal State holidays. Your agency's personnel division can provide you with this information.

Second, if you work for an agency

that is staffed seven days a week and you must work on an official holiday, you will receive "your holiday day" at another time, in accordance with your agency's policy. If this applies to you, please see your personnel manager for a copy of your agency's policy.

I am frequently asked questions regarding our Personal Leave Day. The legislature created a personal leave day in lieu of the Mardi Gras holiday for state employees who are employed on January 1 of each year, **except** those in Baldwin and Mobile Counties. Those who are employed in Baldwin and Mobile Counties do not receive the Personal Leave Day because they are off on Mardi Gras day. Part-time employees receive this day on a proportional basis to



their hours worked. If you are an hourly employee, you again must meet the criteria to be entitled to the holiday. The most important factor to remember concerning the Personal Leave Day is that

you must be an employee of the State of Alabama on January 1 to be entitled to this holiday.

I wish all of you a happy and safe holiday season!

Personnel Training Schedule—December 2007

The following seminars are being offered in December. All training offered by Personnel is free to the employee and the agency. For more information visit the Personnel website at www.personnel.state.al.us. To register for a class, please see your agency's training coordinator. We look forward to seeing you in class!

December 11: Dealing with Difficult People for Supervisors—Montgomery

December 14: Sexual Harassment Prevention—Montgomery

December 18: Performance Appraisal for Supervisors—Montgomery

December 19: Progressive Discipline—Montgomery

Reminder: The 20th Annual Professional Development Conference for State Secretaries and Administrative Staff will be held December 4–6 at Perdido Beach Resort in Orange Beach. If you have any questions regarding this Conference, please contact Amanda Al-Betar at 205-348-9966 or visit the Personnel Department's website at www.personnel.state.al.us.

Meet Anne Kimzey and Learn More about the Council on the Arts

Q: What lead to your job in Alabama State Government?

A: "As a graduate student at the University of North Carolina, I worked two short-term positions at the North Carolina Arts Council and really enjoyed working for a state arts agency. A colleague there told me about a job opening with the Alabama State Council on the Arts and said, enviously, that it was one of the best state agencies in the country in terms of supporting folk and

traditional arts. I had grown up visiting my grandparents in Birmingham and already had ties to Alabama. So, I interviewed for the position and ended up moving here from North Carolina. I have worked here now for over 18 years, 16 of which have been as a merit system employee."

Q: Could you tell us about your position?

A: "I am a folklorist for the Alabama State Council on the Arts, which means I work as an arts program manager in the

area of folk and traditional arts. Folk arts are defined as those artistic traditions that are rooted in a community and are often handed down through generations, such as quilting, basket making, shape-note singing, old time string bands music, and blues. Our division is called the Alabama Center for Traditional Culture and our mission is to document, preserve and present Alabama's cultural traditions, so they are not lost. We do this through grants

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Meet Angelo DellaManna: Forensic Employee of 14 Years!

Q: I understand that you have worked in many interesting areas, including serving on the FBI's DNA Advisory Group. What led you to your job in Alabama State Government?

A: "I was fortunate to come to Alabama for graduate school and during that time interned with the Department of Forensic Sciences. After graduation I interviewed in several states for a Forensic Scientist position, and in doing so, it became clear to me that Alabama was the best state to work for—and time has proven that I made the correct decision."

Q: Could you tell us about your position?

A: "One of the many benefits of being a Forensic Scientist is that the position allows me to be involved in many different projects. On any given day, you may find yourself called to assist in processing a crime scene, or testifying in Court, or examining items of evidence in the laboratory, or writing and

reviewing Forensic DNA case reports from a 20 year old unsolved 'cold case'. While my primary duties involve directing the Statewide Forensic DNA program for the Department, the FBI has also selected me to serve on their DNA Advisory group, which allows Alabama to be involved in directing the future of Forensic DNA technology, and thus implement new DNA technology to aid us in our efforts at identifying the perpetrators of violent crime. DNA technology has revolutionized forensic science, and our DNA program is proud to be one of the national leaders in this area. Through our collective efforts, in the last 10 years alone, we have aided over 1,500 previously unsolved investigations, and identified the perpetrator of unsolved cases in 26 different states. Our excellent staff of motivated Forensic Scientists remains committed to doing the people's work, and supporting our Department and its mission. Through their hard work, our successes have recently been featured

on [CBS News' 60 Minutes TV program](#), as well as The Discovery Channel Series "The New Detectives," Court TV's "Forensic Files," and we've been interviewed for various newspaper outlets, including USA Today."

Q: What do you believe are the greatest rewards associated with working for the State?

A: "One of the greatest rewards is our ability to serve—both the Justice system as a whole, and the victims of violent crime who can no longer speak for themselves. It is often said that Forensic Scientists speak for the silenced, and we're fortunate to have assembled an excellent Department of highly motivated individuals who are committed to the science and to their role in the Justice system. The Department has excellent leadership in Director Sparks, and as I tell my colleagues throughout the United States, 'Alabama's Forensic DNA Program is # 1—and not just alphabetically!'"

Meet Anne Kimzey, Cont'd.

funding, and by producing CD recordings, concerts, festivals, publications, exhibits, and radio programs. We also photograph and record interviews with many traditional artists and research a variety of cultural topics. All of the materials gathered are later archived at the Archive of Alabama Folk Culture at the Department of Archives and History. Additionally, one of my main responsibilities is to run the Alabama Folk Arts Apprenticeship Program, which gives teaching grants to assist master artists in passing on their skills to a new generation of students."

Q: Are there any upcoming events that you want to mention?

A: "Yes, I have organized an exhibit high-

lighting our master folk artists and their apprentices. It is titled *Carry On: Celebrating Twenty Years of the Alabama Folk Arts Apprenticeship Program* and will be on display in our Alabama Artists' Gallery on the first floor of the RSA Tower in Montgomery from November 28 through January 18. It will then tour to several other locations around the state. The exhibit features portraits of fifty artists by Birmingham photographer Mark Gooch, plus examples of the artists' work, including quilts, white oak baskets, pottery, and even willow furniture."

Q: What do you believe are the greatest rewards from being in State Service?

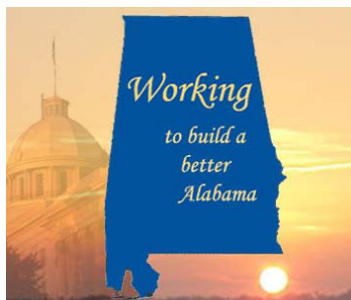
A: "First, it is very rewarding to work for

an agency that adds so much to the quality of life of the people in the State. Also, I enjoy working with a group of congenial, dedicated, and professional coworkers who share a sense of purpose and mission. It is very rewarding to travel throughout the state and work with traditional artists. I am always pleased when we can help artists to receive the recognition they deserve. Also, it is satisfying to feel like the work I do will have a lasting legacy, especially since the research and documentation will become part of the State's permanent historic record and will be accessible to future Alabamians who want to know about their cultural heritage."

State Personnel Department

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The Alabama Merit System law created the Personnel Department to be administered by a Personnel Director who answers to an independent board. The Board currently consists of five members who serve staggered six-year terms. Two members are appointed by the Governor, one by the Lieutenant Governor, one by the Speaker of the House, and one member is an elected classified state employee who is subject to all merit system rules and regulations.

By law the Board is required to meet once each month. Its principal functions are to:

- *adopt and amend rules and regulations;
- *adopt and modify classification and pay plans;
- *hear the appeals of employees who have been dismissed;
- *represent the taxpayers' interest in the improvement of personnel management in the state; and
- *advise and assist the Personnel Director.

The Personnel Department is divided into 9 major areas: Classification and Pay; Examination; Certification; Payroll and Personnel Audit; Information Technology; Training; Legal; Administrative Law Judge; and Special Projects. Please remember, the Personnel Department is here to protect the merit system, and to serve as a resource for State employees and the citizens of Alabama!

The Personnel Board is scheduled to meet on December 12, 2007 in the Board Room on the 3rd Floor of the Folsom Administrative Building in Montgomery. The meeting is open to the public.

Donated Leave Requests



To assist those who have qualified for catastrophic sick leave, State Personnel is listing the names of those state employees who are in need of donated leave. The following individuals need your help:

- ▶ Faye Allen with Medicaid;
- ▶ Beverly Anderson with Revenue;
- ▶ Melissa Baxley with Industrial Relations;
- ▶ Randal Baxley with Transportation;
- ▶ Will Bowen with Transportation;
- ▶ Virginia Brooks with Public Safety;
- ▶ Catherine Brown with Transportation;
- ▶ Jena Anne Campbell with Corrections;
- ▶ Yu-Chien Chou with Finance;
- ▶ Tabatha Cornelson with Transportation;
- ▶ LaKysia Coty with Revenue;
- ▶ Michael Crouch with Transportation;
- ▶ James Farris with Revenue;
- ▶ James Fleming with Transportation;
- ▶ Marie Flynn with Manufactured Housing;
- ▶ Clara Frost with Mental Health;
- ▶ Olympia Gadson with Corrections;
- ▶ Jacqueline Gaines with Human Resources;
- ▶ Hugh Gale with Finance;
- ▶ Victoria Gray with Human Resources;
- ▶ Mary Joan Greene with Public Health;
- ▶ Pamela Haney with Human Resources;
- ▶ Eddie Hudson with Finance;
- ▶ Stephanie Hust with Corrections;
- ▶ Annie Johnson with Human Resources;
- ▶ Sherry Johnson with Transportation;
- ▶ Cleo Jones with Mental Health;
- ▶ Terry Jones with Revenue;
- ▶ Danielle Julks with ABC Board;
- ▶ Crystal Kissel with Forensic Sciences;
- ▶ Sandra Landers with Finance;
- ▶ Sheila Lane with Human Resources;
- ▶ Debra Luckie with Pardons & Paroles;
- ▶ Pamela McCoy with Revenue;
- ▶ Barbara Mills with Human Resources;
- ▶ Dorothy Montgomery with Corrections;
- ▶ Deana Morgan with Rehabilitation Services;
- ▶ Les Nicholson with Revenue;
- ▶ Ronald Patterson with Finance;
- ▶ Tammy Peacock-MeGa with Mental Health;
- ▶ Brynn Pierce with Public Health;
- ▶ Monica Powell with Transportation;
- ▶ Bonnie Russell with Transportation;
- ▶ Samson Salako with Public Health;
- ▶ Diane Smith with Human Resources;
- ▶ Lois Smith with Industrial Relations;
- ▶ Patsy Smith with ABC Board;
- ▶ Lillian Snipes with Human Resources;
- ▶ Pheecha Southern with Industrial Relations;
- ▶ Christianne Swanner with Transportation;
- ▶ Furui Talati with Economic & Community Affairs;
- ▶ Patsy Thomas with Public Health;
- ▶ Shabnam Vohra with Finance;
- ▶ Erica Walker with Mental Health;
- ▶ Wendy Walker with Retirement Systems;
- ▶ Jackie Ward with Attorney General;
- ▶ Michael Warren with Corrections;
- ▶ Myra Webb with Historical Commission;
- ▶ Debra Whiting with Pardons & Paroles; and
- ▶ Stephanie Williams with Finance.

For more information on how to donate leave to one of these individuals, please visit the State Personnel Department website at www.personnel.state.al.us. To donate your leave to a qualified employee, please visit your personnel manager and request a Form 25A or [download](#) it from the State Personnel website.